

FOR: All DOC Employees

DATE: May 11, 2008

To ensure that you are getting the government rate and proper insurance coverage from an approved company, please make all arrangements for rental vehicles through the DOC Travel Management Center, ADTRAV. For more information go to www.defensetravel.dod.mil and click on "Car/Truck Programs."

In accordance with the DOC Travel Handbook, Section C301-10.452, rental cars for official travel should be rented from a company that is approved and covered under the U.S. Government Car Rental Agreement (Agreement) with DOD's Defense Travel Management Office. Under the Agreement, the renter declines the offered insurance coverage, pays the "government rate," and the rental company provides the coverage. Absent gross negligence or use of the vehicle outside the scope of employment, neither the employee nor DOC should have to pay for any damages sustained to the vehicle during the rental period regardless of who is at fault.

Increasing numbers of employees are renting vehicles from non-approved outlets and are not getting the government rate or the insurance coverage. The government rate will be a whole dollar figure (e. g, \$40.00, \$42.00, \$47.00 per day, etc.). For example, a rate of \$46.99 per day is not a government rate and will not have insurance under the Agreement. In fact, the renter may become liable for any damage if the vehicle is not covered by the Agreement. DOC will cover these claims while on official business, but frequently rental companies will bill the renter and sometimes charge damages to the renter's credit card. This has lead to problems with employees being reimbursed, which may affect their credit. Additionally, DOC has paid thousands of dollars in claims that could have been avoided by renting vehicles under the DOD Agreement through the Department's Travel Management Center.

For additional information please contact Cheryl, Travel Management Specialist, at celzie@doc.gov or via telephone at 202-482-6137.

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